



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: March 2, 2023

CLOSE DATE: Until Filled

JOB TITLE: Parks and Recreation Director

PAY RANGE: \$60,000.00 annually

DEPARTMENT: Parks & Recreation Department

DIVISION: Recreation

SUMMARY

Provides general guidance and direction to departmental employees through division managers and supervisors. Provides supervision to administrative support staff. This is a Department Director level position and performs under the direct supervision of the City Manager. Responsible for the overall planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Parks and Recreation Department. Oversees the development, management, and operation of parks and recreational facilities.

DUTIES AND RESPONSIBILITIES

- Serves as administrative advisor and liaison to city council, committees, and boards as needed to inform and apprise on parks and recreation issues; provides recommendations related to determining parks and recreation policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates recreation needs and formulates short- and long-range plans to meet needs in all areas of responsibility.
- Participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.
- Plans, formulates and implements short-and long-term goals for park and recreational activities.
- Plans, organizes, coordinates, and assigns the work of subordinate staff; conducts performance evaluations; hires, trains, supervises subordinate staff.
- Establishes and implements operating policies and procedures.
- Prepares, reviews, analyzes, and presents operating budgets.
- Oversees and directs review and evaluation of the department's overall operating effectiveness.
- Meets with community and business groups to establish community partnerships.
- Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities.
- Plans, organizes, and supervises facility design.
- Oversees maintenance and repair work orders for recreation facilities and park areas.
- Promotes and ensures proper employee training and compliance with City safety program and departmental safety procedures; ensures that equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- Bachelor's Degree from four-year accredited college or university or equivalent combination of education and experience. Must have a minimum of two (2) years' experience in program administration.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.

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- High school diploma or equivalent.

PREFERRED REQUIREMENTS

- Parks & Recreation Professional Certification is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of general administrative practices including planning, budgeting, program evaluation, reporting and preparation of action plans to meet the needs of the department.
- Thorough knowledge of local, state, and federal planning agencies and funding grants.
- Ability to analyze operational problem areas and to make improvements.
- Ability to present ideas and recommendations clearly and concisely, both orally and in writing.
- Ability to establish and maintain working relationships with department directors, agency heads and community groups and to deal with the public in a tactful and courteous manner.
- Ability to communicate effectively.
- Ability to discipline employees when necessary, in compliance with the Personnel Ordinance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Mobility Factors: Walks 5% of the time, Climbs Steps/Stairs 2% of the time, stands 13% of the time and sits 80% of the time.
- May include walking, climbing stairs, sitting and standing.
- TRUNK: Bends occasionally
- ARMS: Reaches, works with arms occasionally and carries up to 50 lbs. Carries: 50 lbs. Maximum (approximately 20 feet occasionally)
- LEGS: Walks, kneels
- HANDS: Gross dexterity, grasp/manipulate, bilateral coordination, eye/hand coordination

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

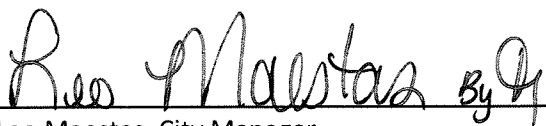
The employment application is available at:

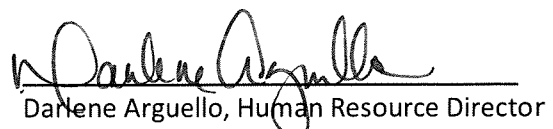
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director

Parks and Recreation Director